

KentuckyHistoricalSociety

Museum Collections and Exhibitions Summer 2013 Graduate Intern Collections Digitization Coordinator (Churchill Weavers)

Are you a graduate student looking for experience photographing and cataloging a textile collection? Then this is the internship for you!

The Kentucky Historical Society (KHS) seeks an enthusiastic and motivated intern to coordinate the digitization of the Churchill Weavers fabric archive of 20th century hand-woven textiles. This is an exciting opportunity to work with a KHS signature collection and gain valuable experience in the areas of identifying museum objects and materials, collections management and care, artifact photography, handling textile objects, and database entry.

The intern will supervise three photography volunteers and one collections photography assistant intern on digitization tasks. These tasks include artifact photography, photo-editing, image-linking to database and scanning old catalog worksheets. The intern will ensure that cataloged textiles are photographed and that records are complete with images and ready for online publication.

The intern will also assist the Churchill Weavers Project Coordinator with cataloging handbags and baby blankets in the fabric archive. He/she will be responsible for cataloging a minimum of 10 boxes over the duration of his/her internship. All catalog records and photographs created by the intern will be made accessible to the public online via the [KHS Objects Catalog](#). The intern will assist the Project Coordinator in promoting the collection via KHS's [Facebook page](#) and [blog](#).

The internship is available for those interested in class credit and those just seeking more experience in the museum field. The internship is approximately 245 hours and the schedule will be mutually determined by the supervisor and the successful candidate.

Minimum requirements: Must be currently enrolled in an accredited graduate program working towards a degree in museum studies, public history, textile design or a related field. An interest in textiles and textile history is a must. The candidate must be detail oriented, self-motivated and possess strong organizational skills. Basic knowledge of textile fabrics and proper handling of museum objects and archival materials is ideal. Experience with digital cameras and Adobe Photoshop is a plus, but not necessary.

To apply for this position email application and resume to phyllis.gilman@ky.gov. Application is available at www.history.ky.gov. No phone calls please. Equal Opportunity Employer M/F/D. **Application deadline is Friday, March 15, 2013.**

*The selected candidate will apply to the Kentucky State Government Co-op/Intern Program and submit an Academic Credit Agreement form and an unofficial copy of their transcripts to the Co-op/Intern Program Coordinator. Documents will be reviewed by the Coordinator, to ensure all requirements are met before the internship begins.

This is a temporary position based in Frankfort. Housing is not provided. The intern will be paid \$10.07 per hour, receive holiday pay for scheduled work days and will earn sick leave if he/she works at least 100 hours in a month.

KHS is a state agency and membership organization that is fully accredited by the American Alliance of Museums. The KHS mission is to engage people in the exploration of the Commonwealth's diverse heritage by providing connections to the past, perspective on the present and inspiration for the future.